

Introduction

The “How to View a Vendors Acceptance to Terms & Conditions” Quick Reference Guide is designed to provide the minimum steps necessary in learning where to find a Vendors Acceptance to the T&C’s.

Pre-requisites

You must have the Basic Purchasing Role.

Steps

Step 1:

- From the Home Screen once logged in, select the **Bids Tab > Opened Sub-tab**.
- Select the appropriate Bid & click the **Bid Tab link**.

Home - Welcome Back Isidra Chavez

News(1) Dashboard Reqs(1) **Bids(222)** PO(3) Approval(0) My Reminders(1) Events(0)

In Progress(2) Ready for Approval(0) Ready to Send(0) Ready to Open(204) **Opened(10)** Approved(6)

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
AGENCY14B0001920	Department of Technology Management and Budget	Isidra Chavez	Testing	Open Market	09/22/2014 10:01:00 AM	Bid Tab
AGENCY14B0001897	Department of Technology Management and Budget	Isidra Chavez	consulting services - IT	Open Market	09/11/2014 09:45:00 AM	Bid Tab

Step 2:

The **Bid Tabulation** page displays, defaulted to the **Quotes Tab**.

- Click the **Quote # link**.

Bid Tabulation for Bid #AGENCY14B0001897

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Score Summary

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00001853-R3	consulting services - IT	00049884	IC LLC	10/15/2014 10:16:44 AM	View Quote
00001855	consulting services - IT	00000072	CMster	09/11/2014 09:33:52 AM	View Quote

Create New Quote

Step 3:

The page refreshes to the **Summary Tab**.

- Under the Header Info section towards the middle of the page you should see the **Vendors Acceptance**.

Quote 00001855 - CMster

General Items Questions Subcontractors Terms & Conditions Attachments(1) Evaluations Preference Reminders **Summary**

Header Information	
Quote #:	00001855
Organization:	Department of Technology Management and Budget
Description:	consulting services - IT
Bid Flag:	Yes
Freight Terms:	Freight Prepaid
Promised Date	
Comment:	
Date Last Updated:	09/11/2014 09:33:52 AM
Print format:	Quote
Vendor accepts the terms & conditions with no exceptions.	
<p>Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each Item Number on the Items tab and indicate individually whether each item meets these criteria.:</p>	
	Yes